

EXETER CITY COUNCIL

Job Description

DESIGNATION	:	Housing Development Officer
GRADE	:	Grade 8
POST NO	:	CE06248, CE06251 & CE06252
DIRECTORATE	:	Housing & Contracts
UNIT	:	Housing
RESPONSIBLE TO	:	Housing Development Manager
SUPERVISORY RESPONSIBILITY FOR	:	No Staff
LIAISON WITH	:	Elected Members, appropriate officers, developers, Registered Providers, owners of empty properties, landlords, lawyers, surveyors, residential and commercial estate agents, health and social welfare agencies, other local authorities including partner councils, government officials, Homes and Communities Agency (HCA), charities and voluntary agencies, press and media, businesses

PURPOSE OF JOB

1. To deliver a portfolio of affordable housing schemes that meet identified housing needs;
2. Develop strategies and policies to meet the housing and support needs of the community;
3. Negotiate, deliver and make available a range of housing solutions for customers, housing providers and the Housing Options Team;
4. Contribute to the development and project management of council's development initiatives

MAIN ACTIVITIES:

1. Development Activity and Partnerships

Negotiate and deliver solutions on a commercial basis. Undertake a range of work that enables the provision of affordable housing at an operational level:

a) Develop and maintain "market awareness"

- Maintain an up-to-date awareness of the housing needs to be met taking account of all parties needs involved.
- Build and maintain a clear understanding of all "providers" (developers, property owners, landlords etc) and deliver mechanisms that can provide affordable accommodation for the Council's customers and clients of Devon Home Choice with appropriate support;
- Maintain a close awareness of conditions in the private and social housing market, particularly in the rented sector, and ensure this information is shared with the team.
- Implement the processes involved in the provision of affordable housing from inception to delivery.
- Facilitate the development of the Council's stock and land

b) Customer Liaison and Advice

- Contact and deal with inquiries from providers: developers, owners, owners' agents and landlords of sites, properties and empty homes taking account of the different parties' needs. Identify long-term empty properties;
- Act as a contact with the HCA and developing Registered Providers, providing information on subjects such as needs, pipeline schemes, grant levels and programming;
- Provide advice to planning colleagues, housing providers and others on affordable and market housing requirements to achieve mixed and balanced communities;
- Advise landowners, developers and others on housing needs, affordable housing options and related Council policy;

c) Partnership work

- Seek partners and work with agencies and individuals in Exeter who need accommodation for their clients e.g. Homelessness Units, Charities, Registered Providers, Student Bodies, Employers, Hostels etc;
- Review service standards, policy and best practice;
- Work with planners to negotiate and secure affordable housing on identified sites;
- Establish and use effective day-to-day procedures to implement development activities.

d) Feasibility Work

- Evaluate the likelihood and costs of bringing opportunities to fruition with providers including the Council's own developments:
 - Visit sites and properties and make suitable records of the visits;
 - Make comprehensive assessments of opportunities being presented from a social, economic and technical viewpoint;
 - Identify issues, constraints, opportunities, defects, possible costs;
 - Assess the building standards required to create homes that will meet housing need;
 - Anticipate the processes and timescales involved, plan accordingly;
 - Liaise with relevant professionals (planning, surveyors etc) and make a judgement about the feasibility of the project;
 - Encourage and assist providers to devise schemes and support them through to completion;
 - Gather and present the evidence necessary to achieve a successful outcome. If necessary, initiate the use of powers by other services including enforcement under Environmental Health, Planning or other legislation
- Assess and evaluate bids to be submitted for HCA funding, providing relevant feedback and tracking progress;

e) Development Ventures

- Provide assistance and input to the Senior Housing Development Officer on all pre-construction and construction matters relating to new build or refurbishment affordable housing initiatives
- Assist in the development and management of potential and new council developments / ventures
- Input data and review pro-val development appraisals presenting findings to Senior Housing Development Officer
- Provide input on feasibility studies and feasibility work for colleagues within Housing and other Council Departments
- Assist the Senior Housing Development Manager as acting Project Manager on all new development ventures

f) Negotiation

In the above context, with a portfolio of projects allocated by the Housing Development Manager:

- Manage that portfolio;
- Use a range of tools, methods and techniques to provide affordable housing;
- Apply financial acumen in the selection and use of the right tools;
- Marketing opportunities to create affordable housing;
- Generate and share ideas and solutions;
- Negotiate and deliver effective enabling solutions;
- Maintain and use a detailed knowledge of the schemes and routes to reusing empty homes and properties;
- Use powers constructively to get homes, properties and land back into use;

- Negotiate with private sector owners to bring properties into Council schemes (ExtraLet and PSL schemes) and manage the processes involved through to completion;
- Instruct the Council's solicitors on the affordable housing content of Section 106 Planning Agreements;
- Co-ordinate and progress the trickle transfer of the Laings Easiform homes and other similar decanting/clearance/rehabilitation opportunities;
- Negotiate and manage nomination and partnership agreements and service level agreements;
- Negotiate and manage the application and use of commuted sums for affordable housing;
- Assisting with the evaluation of competitive tenders.

2. Housing Strategies and HSSA Submission

- Prepare, review, monitor and update the Housing Strategy and/or associated strategies. Liaise with Stakeholders. Ensure that there is continuity with other Strategies and the Local Development Framework;
- Work with planning colleagues to develop and implement the Council's affordable housing planning policies;
- Input to the HCA's Policies and the Local Investment Plan (LIP);
- Contribute to the Council's Homelessness Strategy and Action Plans taking the lead, as required, on objectives and targets to be achieved;
- Take on the development of individual strategies as directed by the Housing Development Manager;
- Work with the Housing Needs Manager to develop initiatives to secure temporary accommodation for homeless people. Drive forward schemes, negotiate and manage owners, landowners and property owners.

3. General

- Work effectively with others in the team to:
 - ✓ Deliver results for customers and providers;
 - ✓ Develop and sustain effective working relationships with all internal and external stakeholders and contacts
 - ✓ Work in a collaborative and supportive way with peers to tackle cross-cutting issues
- Ensure the effective management of performance including:
 - ✓ Contribute to the implementation of the Council's performance management framework;
 - ✓ Promote health and safety to ensure that all team members are aware of, and comply with, health and safety requirements
 - Ensure appropriate arrangements for the management of risk
- Contribute to corporate priorities:
 - ✓ Ensure the effective implementation of corporate policies and procedures

- ✓ Contribute to effective internal and external communications
- Create value for customers:
 - ✓ Promote and monitor customer care standards and ensure that these are communicated
 - Identify, monitor and review customer needs
 - ✓ Promote service improvement;
 - ✓ Liaise with others across the organisation to meet customer needs and demands

4. Other

- Undertake any other activity appropriate to the grade of the post as may be required by the Housing Development Manager;
- As directed, providing assistance to the Housing Needs Manager with projects that address housing need and homelessness issues including case reviews.

Emma Osmundsen
Housing Enabling Manager
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